

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 12A For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Adult Care Component)

Topic: Meal Requirements

Date: March 2005

The Child and Adult Care Food Program (CACFP) will reimburse an adult day care institution for a maximum of two meals (breakfast, lunch, or supper) and one supplement (snack) per day **or** two snacks and one meal per day served to enrolled adult participants.

USDA regulations permit an "offer versus serve" option for reimbursable meals served to participants in adult day care centers. "Offer versus serve" is a provision under which adult day care centers must offer all required servings of the food components set forth in the adult meal pattern, but participants may decline a certain number of servings. "Offer versus serve" reduces plate waste and improves acceptability of the meal. Participants have choices available to them which encourages choosing a meal that is more specific to their preferences.

"Offer versus serve" is an option for breakfast, lunch, and supper. This option is not available for snacks. At breakfast, one of the four food items can be declined. At lunch, adults can decline two of the six food items and at supper adults can decline two of the five items. The snack meal pattern requires only two food components, so neither can be declined.

"Offer versus serve" is not a requirement but is an option provided to adult day care centers. Adult day care centers should not implement "offer versus serve" if center officials feel that their clients are not capable of selecting food items or if the center uses portioned meals. Also, individuals are not required to refuse food items if the "offer versus serve" option is implemented. Reimbursement rates are not affected if an adult declines a food item.

Written menus must be maintained for all meals served. Reimbursable meals must meet the CACFP minimum meal pattern requirements (attached). A written statement from a recognized health authority must be on file for any enrolled adult participant with a restrictive diet that excludes a required component. This statement must indicate the food(s) being eliminated and include recommended alternate food(s).

Food production records must be completed for all meals served. These records are used to determine whether an adequate amount of food was prepared and served to meet CACFP meal pattern requirements. In addition these records can be used to plan food production and purchasing, and to help control food costs. See Guidance Memorandum #9A for prototype Lunch/Supper, Breakfast and Snack, Production Record Forms (PI-1488-A).

Commercially prepared, combination food items can only be credited to the CACFP meal pattern when the actual content (i.e. meat, bread, etc.) is known and documented. Examples of such food items are pizza, corndogs, chicken nuggets, fish sticks and ravioli. Acceptable documentation includes the actual Child Nutrition (CN) label marked on the product, or a product analysis sheet signed by an official of the manufacturer. In some cases (frozen fish sticks and fish portions, canned beef stew, chili, etc.) the contribution a food item makes towards the CACFP meal pattern requirement(s) can be determined by reference to the USDA *Food Buying Guide for Child Nutrition Programs* (November 2001, Section 1 and Appendix C). Please refer to *What's in a Meal*, chapter III-13, 14, for more information, or contact your assigned consultant with specific questions.

Meals can be prepared at the center or can be purchased from a local health care facility or other vendor. If meals are purchased the center is responsible to make sure meals meet the meal pattern requirements. See Guidance Memorandums #4 and #13A for more information.

MEAL PATTERN (Adult Day Care Centers Only)

Breakfast

Food Components	Adult Participants
Milk	
Milk, Fluid.....	1 cup ¹
Vegetable and Fruits	
Vegetable(s) and/or fruits.....	1/2 cup
OR	
Full-strength vegetable or fruit juice or an equivalent of any combination of vegetable(s), fruit(s), and juice	1/2 cup
Grains/Breads²	
(must be whole grain or enriched)	
Bread.....	2 slices (servings)
OR	
Cornbread, biscuits, rolls, muffins, etc ³	2 servings
OR	
Cold dry cereal ⁴	1 1/2 cups or 2oz.
OR	
Cooked cereal.....	1 cup
OR	
Cooked pasta or noodle product.....	1 cup
OR	
Cooked cereal grains or an equivalent quantity of any combination of grains/breads.....	1 cup

¹ For the purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

³ Serving size and equivalents to be published in guidance materials by FNS.

⁴ Either volume (cup) or weight (oz.), whichever is less.

If the adult day care center elects to implement the “offer versus serve” provision, adult participants may decline **one of the four** food items (one serving of milk, one serving of vegetable and/or fruit, and two servings of grains/breads) required at breakfast.

MEAL PATTERN (Adult Day Care Centers Only)

Lunch/Supper

Food Components	Adult Participants
Milk	
Milk, Fluid (<i>optional for supper</i>).....	1 cup ¹
Vegetables and Fruits²	
Vegetable(s) and/or fruits.....	1 cup total
Grains/Breads³	
(must be whole grain or enriched)	
Bread.....	2 slices (servings)
OR	
Cornbread, biscuits, rolls, muffins, etc. ⁴	2 servings
OR	
Cooked pasta or noodle products.....	1 cup
OR	
Cooked cereal grains or an equivalent quantity of any combination of grains/breads.....	1 cup
Meat and Meat Alternate	
Lean meat or poultry or fish ⁵	2 oz.
OR	
Alternate protein products ⁶	2 oz.
OR	
Cheese.....	2 oz.
OR	
Yogurt, plain or flavored, unsweetened or sweetened.....	8 oz. or 1 cup
OR	
Eggs (large) ⁷	1 egg
OR	
Cooked dry beans or peas.....	1/2 cup
OR	
Peanut butter or soynut butter or other nut or seed butters.....	4 Tbsp.
OR	
Peanuts or soynuts or tree nuts or seeds ⁸	1 oz. ⁹ = 50%
OR	
An equivalent quantity of any combination of meat/meat alternates.	

¹ For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Serve two or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

³ Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Edible portion as served.

⁶ Alternate protein products may be used as an acceptable meat alternate. Such products must meet the requirements as listed in appendix A of this guidance memorandum.

⁷ One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

⁸ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

⁹ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purposes of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

When implementing the “offer versus serve” provision, adult participants may decline: **two of the six** food items (one serving of milk, two servings of vegetable and/or fruit, two servings of grains/breads, and one serving of meat or meat alternate) required at lunch; **two of the five** food items (two servings of vegetable and/or fruit, two servings of grains/breads, and one serving of meat or meat alternate) required at supper.

MEAL PATTERN (Adult Day Care Centers Only)

Supplement

Food Components	Adult Participants
Milk, Fluid	1 cup ¹
Vegetables and Fruits	
Vegetable(s) and/or fruits	1/2 cup
OR	
Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice ²	1/2 cup
Grains/Breads³	
Bread	1 slice (serving)
OR	
Cornbread, biscuits, rolls, muffins, etc ⁴	1 serving
OR	
Cold dry cereal ⁵	3/4 cup or 1 oz.
OR	
Cooked pasta or noodle product	1/2 cup
OR	
Cooked cereal or grains or an equivalent quantity of any combination of grains/breads	1/2 cup
Meat and Meat Alternate	
Lean meat or poultry or fish ⁶	1 oz.
OR	
Alternate protein products ⁷	1 oz.
OR	
Cheese	1 oz.
OR	
Eggs (large) ⁸	½ egg
OR	
Cooked dry beans or peas	¼ cup
OR	
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp.
OR	
Peanuts or soy nuts or tree nuts or seeds ⁹	1 oz.
OR	
Yogurt, plain or flavored, unsweetened or sweetened	4 oz. or 1/2 cup
OR	
An equivalent quantity of any combination of meat/meat alternates.	

¹ For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

² Juice may not be served when milk is the only other supplement (snack) component.

³ Bread, pasta or noodle products, and cereal grains, shall be whole-grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole-grain or enriched meal or flour; cereal shall be whole-grain or enriched or fortified.

⁴ Serving size and equivalents to be published in guidance materials by FNS.

⁵ Either volume (cup) or weight (oz.), whichever is less.

⁶ Edible portion as served.

⁷ Alternate protein products may be used as acceptable meat alternates. These products must meet the requirements as listed in Appendix A of this guidance memorandum.

⁸ One half egg meets the required minimum amount (one-ounce or less) of meat alternate.

⁹ Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

For a reimbursable snack, adult participants must be served **any two of the four** required snack food items (one serving of milk, one serving of vegetable and/or fruit, one serving of grains/breads, and one serving of meat or meat alternate).

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

**Food and Nutrition Services
Child and Adult Care Food Program**

Guidance Memorandum 12A

Appendix A

Alternate Protein Products

A. What are the criteria for alternate protein products used in the Child and Adult Care Food Program?

1. An alternate protein product used in meals planned under the provisions in Sec. 226.20 must meet all of the criteria in this section.
2. An alternate protein product whether used alone or in combination with meat or meat alternate must meet the following criteria:
 - a. The alternate protein product must be processed so that some portion of the non-protein constituents of the food is removed. These alternate protein products must be safe and suitable edible products produced from plant or animal sources.
 - b. The biological quality of the protein in the alternate protein product must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).
 - c. The alternate protein product must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added).
 - d. Manufacturers supplying an alternate protein product to participating schools or institutions must provide documentation that the product meets the criteria in paragraphs A.2. through c of this appendix.
 - e. Manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.
 - f. For an alternate protein product mix, manufacturers should provide information on:
 - (1) The amount by weight of dry alternate protein product in the package;
 - (2) Hydration instructions; and
 - (3) Instructions on how to combine the mix with meat or other meat alternates.

B. How are alternate protein products used in the Child and Adult Care Food Program?

1. Schools, institutions, and service institutions may use alternate protein products to fulfill all or part of the meat/meat alternate component discussed in Sec. 226.20.
2. The following terms and conditions apply:
 - a. The alternate protein product may be used alone or in combination with other food ingredients. Examples of combination items are beef patties, beef crumbles, pizza topping, meat loaf, meat sauce, taco filling, burritos, and tuna salad.
 - b. Alternate protein products may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated alternate protein product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

C. How are commercially prepared products used in the Child and Adult Care Food Program?

Schools, institutions, and service institutions may use a commercially prepared meat or meat alternate product combined with alternate protein products or use a commercially prepared product that contains only alternate protein products.